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Assistant to DCI

9 November 1955

Director of Training

Weekly Summary Report
(25 October - 1 November 1955)

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INTRODUCTION

This week the Office of Training reports on an agreement reached on rotation of personnel; the beginning of a departmental briefing program; and a plan for offering training in "unusual" languages. OTR has condensed its War Plans Staff Course, to avoid lost motion and increase impact.

AGREEMENT ON ROTATION POLICY AND PROCEDURES

OTR has reached agreement with the Clandestine Services Panel, DD/P Career Service Board, on detailed procedures for the rotation of persons between the two offices. OTR is preparing vacancy sheets which outline for one year the needs of the Operations School for instructors from DD/P, and forwarding to DD/P the names of instructors from the Operations School who are available for rotation.

NEW DEPARTMENTAL BRIEFING PROGRAM

On 25 October, the Office of Training gave its first formal departmental briefing. Fifty-five persons from the IAC agencies attended. The reaction to the briefing was so favorable that OTR plans to repeat the program on the fourth Tuesday of every month.

PROGRAM PLANNED FOR TRAINING IN UNUSUAL LANGUAGES

The Office of Training has invited components of the Agency to submit their requirements for, or to indicate their interest in, knowledge of certain unusual languages. A suggested list names forty-two of these languages such as Azerbaijani, Kazakh, Bengali,

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Georgian, Gujerati, Swahili, Ewe, Tagalog, and Finnish. If sufficient requests are received, OTR will endeavor to organize a summer program of intensive, full-time training for the languages requested.

CONDENSATION OF WAR PLANNING COURSE

OTR is experimentally reducing the fourth class of the War Plans Staff Course from three to two weeks to increase its impact and improve its efficiency. The decision to shorten the course, i. e., to eliminate certain subjects and reduce the time given to others, stemmed from review of the student critiques and a survey of course objectives.

LONG-RANGE TRAINING OF JUNIOR OFFICER TRAINEES

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[redacted]

COURSE IN RHETORIC REVIEW

At the request of the Chief, Geographic Division, ORR, the Office of Training is giving an experimental course on a review of rhetoric to nine members of the division. The course is designed to explore solutions to the general problem of effective writing.

[redacted]

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for MATTHEW BAIRD
Director of Training

RBS/bec

cc: 1 - DD/P
1 - DD/I
2 - DD/S

Orig & 1 - Addressee
2 - PPS
1 - DTR

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